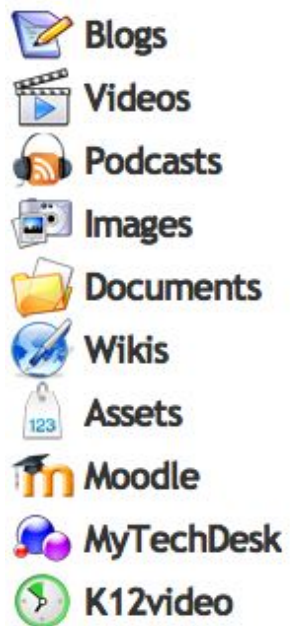




Galaxy User Guide



**Galaxy is a service provided by
the California K-12 High Speed Network**

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Welcome to Galaxy

The California K-12 High Speed Network (K12HSN) is providing a comprehensive suite of applications for the benefit of California's community of K-12 educators. This suite, called Galaxy, is located on the web at <http://www.calaxy.org>. It consists of the tools described in Table 1.











Galaxy tool	Icon	Description
Blogs		Personal online journal where you frequently share ideas and receive input from peers.
Videos		Upload and manage your videos online and browse instructional videos.
Podcasts		Upload and manage your podcasts online and discover your peers' podcasts.
Images		Upload and manage your photos and digital images online and find additional images.
Documents		Browse, upload and manage documents online.
Wikis		Collaborative workspace on a topic where any user can edit the site content, including other users' contributions.
Assets		Easy yet powerful web-based system for managing and tracking your inventory.
Moodle		Online course management system.
MyTechDesk		Free web-based work order/ ticket management system.
K12video		Videoconference scheduling system for California schools.

Table 1: Galaxy tools and icons

As shown in Table 1, Galaxy currently includes tools for blogging, storing and sharing podcasts, images, videos and documents, creating wikis, managing assets and work orders, managing online courses and scheduling videoconferences. Galaxy tools provide secure ways for teachers to collaborate with others, share lesson ideas, share student learning objects, disseminate best practices, and more!

About K12HSN

Galaxy is provided by the California K-12 High Speed Network (K12HSN) (<http://www.k12hsn.org>) K12HSN is a state program funded by the California Department of Education and administered by the Imperial County Office of Education (ICOE). The K12HSN program was established in July 2004 to oversee K-12's participation in the California Research and Education Network (CalREN). K12HSN's mission is to increase learning opportunities for all K-12 students while expanding professional development and information resources to teachers and school administrators.

The history of Galaxy development

Two of the Galaxy tools, MyTechDesk and K12video.org, pre-date K12HSN and were developed by Imperial County Office of Education (ICOE) before it became the lead agency for K12HSN.

MyTechDesk is a web-based work order/ticket management system. Prior to the availability of this tool, schools and districts that wanted to track their technical support issues had to develop homegrown systems or pay significant costs to purchase commercial ticket tracking products. MyTechDesk was developed in 2001 to help ICOE manage its own information technology support operation. In 2002 it was released to the public for a fee. Educational entities could subscribe to MyTechDesk Lite, a free version with a limited feature set. In January 2005, the standard version started to be offered at no cost to all California K-12 schools through collaboration with the California Department of Education's TechSETS project. Over the years, requests for additional features prompted development of a more feature-rich version, which was released in 2008. For more information, see the MyTechDesk web site at: <http://www.mytechdesk.org>.

K12video.org is a comprehensive web-based scheduling and messaging system designed to assist with the scheduling and management of videoconferences over the K-12 High Speed Network. Prior to the availability of this tool, educators who wanted to use videoconferencing were required to call ICOE and arrange for their conference using a paper-based system. As the volume of videoconference sessions began to grow this process became time-consuming. To help solve this issue, ICOE developed the K12video.org videoconference tool in collaboration with the Technology and Telecommunications Steering Committee (TTSC) of the California County Superintendents Educational Services Association (CCSESA).

The remaining Galaxy tools were designed by K12HSN as part of its goal to support California educators and expand the availability of resources for school management. Tools such as Assets were developed in response to the need for a system to manage technology inventory. Other tools such as blogs, wikis, podcasting and video hosting were developed in response to the growth in the use of the Internet by teachers, and in particular the use of Web 2.0 tools. Most Web 2.0 tools are hosted in public domains where anyone is able to access and publish. Content appropriateness in these public sites is not regulated. In K-12 education, because schools are required to prevent access to inappropriate content, many Web 2.0 tools are blocked from access. This often results in teachers being blocked from using the tools that they consider useful to teaching, student engagement, and learning. Galaxy solves this problem by providing Web 2.0 tools that allow for the control of content.

The K-12 Trusted Community

To ensure a safe and friendly cyber-environment, the K12HSN program restricts access to the Galaxy tools to a "Trusted Community." Only after a person requesting access to the tools is verified as a California K-12 educator, and the person has agreed to abide by program rules, are they admitted to the trusted community of Galaxy users. For additional information on Galaxy and the Trusted Community see <http://www.k12hsn.org/calaxy/about.php/>.

About this guide

This guide consists of six sections covering the following Galaxy tools: Blog, Video, Podcasts, Documents, Wikis, Assets and Moodle. The other Galaxy tools, MyTechDesk and K12video each have separate user guides available at the URLs below:

- MyTechDesk Staff User Guide: <http://www.mytechdesk.org/product/resources.php>
- MyTechDesk Requestor User Guide: <http://www.mytechdesk.org/product/resources.php>
- K12video.org User Guide: http://www.k12hsn.org/files/conferencing/support/k12video-user_guide-v3.pdf

Section 1: Creating a Galaxy Account

You must apply for membership with K12HSN in order to gain access to a Galaxy account. Follow the steps below to create a K12HSN account.

1. Go to the Galaxy website located at www.calaxy.org and click on "Register." This will take you to the Registration page shown in Figure 1. Note: By registering for an account, you certify that you are an employee of the California educational system and agree to comply with our Terms of Service.

K-12 HIGH SPEED NETWORK

About The Network Content & Applications Conferencing Ed Tech Resources

About K12HSN Registration

About K12HSN
News
Committees
Toolbox
Program Reports
FAQs
Calendar
Contact Us
Terms of Service

The Network
Content and Applications
Conferencing
EdTech Resources
E-rate/CTF
Brokers of Expertise

> Login
> Register

Employment Certification
You certify that you are an employee of the California educational system and agree to comply with our **Terms of Service**.

We recommend using your school e-mail address to register for your K12HSN account.

Note: At this time, students may not register for a K12HSN account. If you are a student trying to upload a file, please contact your teacher. Only teachers can register and submit student work.

K12HSN Registration

Please provide the following information to begin the K12HSN registration process.

Choose... County

E-mail Address

Continue Cancel

Figure 1: K12HSN registration page

2. Select your county from the County drop down list.
3. Enter your email address. Note: We recommend using your school e-mail address to register for your K12HSN account. This helps us verify you are indeed an employee of the California K-12 community. At this time, students may not register for a K12HSN account. Only teachers can register and submit student work in Galaxy.
4. Click "Continue."
5. Fill out your first name, last name, title and telephone number.
6. Click "Continue."
7. A confirmation e-mail will be sent to the e-mail address you provided. You will need this e-mail to activate your account. Your confirmation e-mail is sent out immediately after clicking the Continue button, but may appear in your junk email, so make sure you check that mailbox in addition to your regular inbox.
8. Click on the link appearing in the confirmation e-mail to activate your account. This will take you to the page shown in Figure 2.

K-12 HIGH SPEED NETWORK

About The Network Content & Applications Conferencing Ed Tech Resources

About K12HSN Registration

K12HSN Account Activation
To activate your K12HSN account, please enter your e-mail address and choose a password to protect your account.

Bold labels denote required fields.

E-mail Address
your_email_address@domain.com

Password **Password (Confirm)**

Activate

Create and enter a password here. Passwords must be at least five (5) characters long and no longer than sixteen (16), may contain numbers (0-9) and upper and lowercase letters (A-Z, a-z), and contain no spaces.

About K12HSN
News
Committees
Toolbox
Program Reports
FAQs
Calendar
Contact Us
Terms of Service

The Network
Content and Applications
Conferencing
EdTech Resources
E-rate/CTE

Figure 2: Activate account page

9. Create and assign a password to your account, then click the “Activate” button. If the system does not recognize your e-mail domain account, you will be redirected to the Pending Account page shown in Figure 3.

K-12 HIGH SPEED NETWORK

About The Network Content & Applications Conferencing Ed Tech Resources

About K12HSN Registration

K12HSN Activation Pending
Thank you for activating your K12HSN account. Although we could not verify that your e-mail domain account is registered to a California educational agency, K12HSN will need to manually verify this information and approve your K12HSN account.

You will be notified of this action within the next business day.

About K12HSN
News
Committees
Toolbox
Program Reports
FAQs
Calendar

Figure 3: Pending account page

10. Once your account is verified and you log in for the first time you will be directed to the page shown in Figure 4 where you will create your Galaxy user ID. A suggested user ID will be pre-populated with a text string generated by the system based on your first and last name (and availability). You may edit the suggested ID, however once your ID is created it may not be changed.
11. Click the “Create” button.

Section 2: The Galaxy website

The Galaxy website located at www.calaxy.org is shown in Figure 5.



Figure 5: Galaxy home page

The numbered paragraphs below refer to the numbers in Figure 5.

1. You may register or log in from these links. Clicking on the Register link takes you to the K12HSN registration page at the K12HSN web site shown in Figure 1 in Section 1: Creating a Galaxy Account.

Clicking on the Login link takes you to the Galaxy Login page at the K12HSN web site shown in Figure 6. Note that logging in to the K12HSN web site automatically logs you into Galaxy and vice-versa. Be sure to check the “Remember my e-mail address” box. If you have forgotten your K12HSN password, click Password Reset.

K-12 HIGH SPEED NETWORK

About The Network Content & Applications Conferencing Ed Tech Resources

Home Login

K12HSN Galaxy Login
Please enter your e-mail address and password to login.
Bold labels denote required fields.

E-mail Address

Password

☐ Remember my e-mail address

Login Cancel

If you reset your password an e-mail message will be sent to the provided e-mail address with a password reset address URL included in the message body. You will be required to click on the password reset URL and then assign a new password to your account.

> **New Account Registration**
If you do not have a K12HSN account, you can register for one here.

> **Password Reset**
If you already have an account, but cannot recall your K12HSN account password.

Figure 6: K12HSN Galaxy login page

2. If you are already registered with K12HSN you may log in here by entering your registered email address and password.
3. Search Galaxy by entering a keyword search term.
4. These are links to the Galaxy tools. Clicking on any of these takes you to the home page for that tool. See later sections in this guide for additional information on each of the Galaxy tools.
5. These are links to the Galaxy channels. For more on channels, see Section 4: Definition of terms.
6. These links take you to the Galaxy Home page, your My Galaxy page, the Upload page, the Search page, the About page, and the Help page. Each of these is discussed in more detail in Section 3: The Galaxy user interface.

My Galaxy

After you log in you will probably want to go straight to your Galaxy page as shown in Figure 7 (Note: the screenshot shown has been cropped at the top and bottom to conserve space). This page is your personal portal into the system and shows all your content areas with the number of your Blog sites, Wiki pages, Media uploads, Asset groups and Moodle courses. It also provides links to your colleagues, groups, albums and categories. See Section 3: The Galaxy user interface for additional information on these topics.



Figure 7: My Galaxy page

Upload Media

The **Upload** page window is shown in Figure 8. This is where you upload your media to the Galaxy servers. You can upload four types of media – videos, podcasts, images and documents. To upload a file, click on the appropriate icon for the file type you want to upload, fill in the required fields and follow the instructions on the resulting page. The following fields are required on all media upload pages: Title, Description. Optional fields include tags and channel assignments. Note: storage space in Galaxy is unlimited but the limit on each file is 100MB. Also, file formats must be one of the following:

- Videos – AVI, M4V, MOV, MP4, MPEG, or MPG
- Podcasts – M4A, M4V, MP3, or MP4
- Images – JPG
- Documents – DOC or PDF

For additional information on uploading media files, see Section 3: The Galaxy User interface.



Figure 8: Upload My Media page

Search

The **Search** page is shown in Figure 9. Galaxy's federated search allows the simultaneous search of multiple online databases or web resources. This is an emerging feature of automated, web-based library and information retrieval systems like Galaxy. The Galaxy search engine returns only exact matches to the text string you entered. Wildcard searches are not possible. You may refine your search by adding filters for Group, Channel, Author, Album, Month, Year, Tag, and Category. These terms are defined in more detail in Section 4: Definition of Terms.

 The image shows the "Galaxy Search" interface. At the top left is a magnifying glass icon. To its right is the title "Galaxy Search" in a large, bold, black font. Below the title is a search form with several input fields and dropdown menus. The fields are arranged in a grid: "Keyword", "Group", "Channel" (with a dropdown menu showing "All Channels"), "Author", "Album", "Month" (with a dropdown menu showing "All Months"), and "Year" (with a dropdown menu showing "All Years"). Below these are "Tag" and "Category" fields. At the bottom of the form are two buttons: "Search" and "Reset". A red rounded rectangle highlights the search filters. A callout box with an arrow pointing to the filters contains the text: "Adding filters for Group, Channel, Author, Album, Month, Year, Tag, and Category will refine search results."

Figure 9: Galaxy search page

Search results are shown in a new search results page as shown in Figure 10. Note that results are separated into media types (Blog, Video, Podcasts, Images, Documents, Wikis). Clicking on each of these tabs results in a list of search results limited to that media type. For example, Figure 10 shows the results for Blogs. Clicking on the "Podcasts" tab would return those files meeting the search criteria that are of file type "podcast."

Note that the search returns only those items that have associated privacy settings (set by their creators) that allow you by virtue of your membership in a group to have access to them. For additional information on privacy settings see the section titled "Privacy Settings" in Section 3.

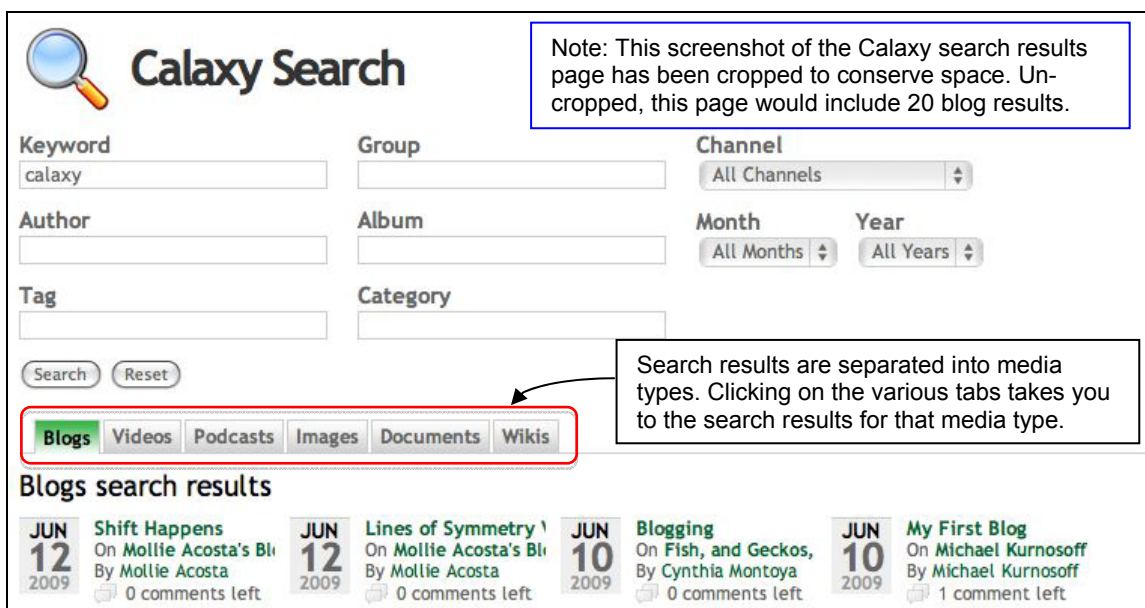


Figure 10: Galaxy search results page

About

The **About Galaxy** page is shown in Figure 11. This is where you can go to learn more about Galaxy.

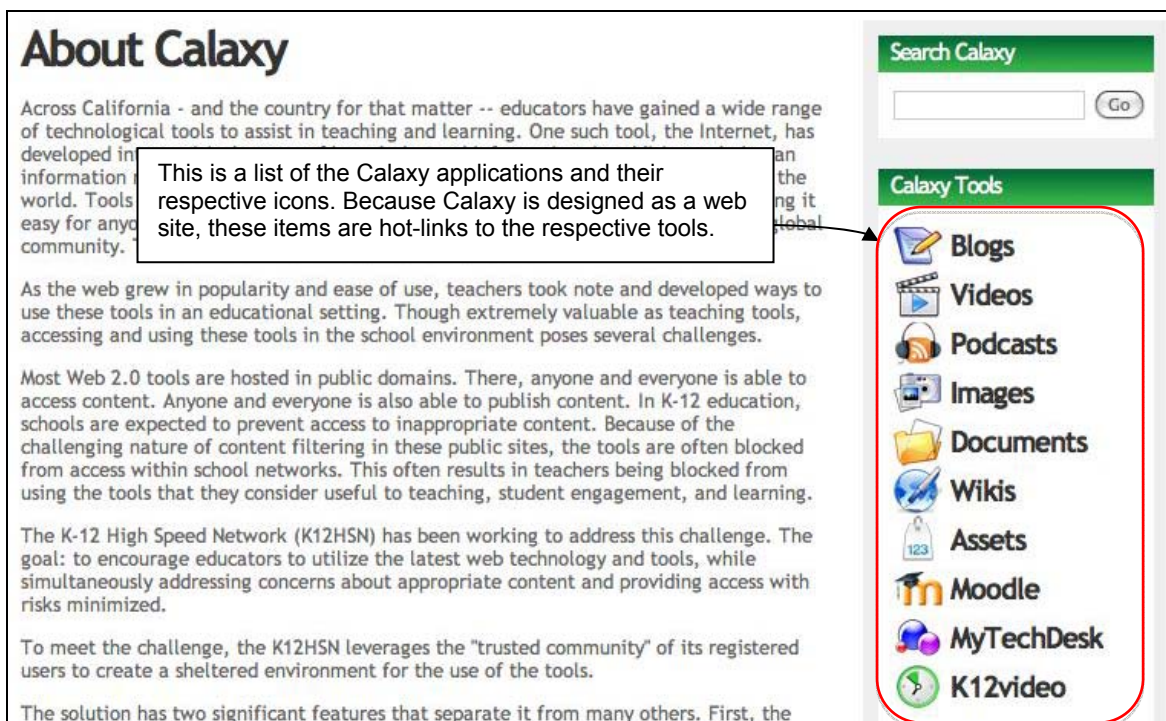


Figure 11: The About Galaxy page

Help

The **Help** page is shown in Figure 12. This page provides links to this user guide and also to the Galaxy Blog site, where Galaxy uses its own blogging tool as a discussion forum for Galaxy users to discuss using Galaxy. We would love to hear from you there!

To obtain more information on a particular Galaxy page or item, enter your keyword on this page. Be sure to click the radio button for Galaxy only in order to restrict your search to items related to using Galaxy. If you search on All Blogs the search results may include items not relevant to your question.

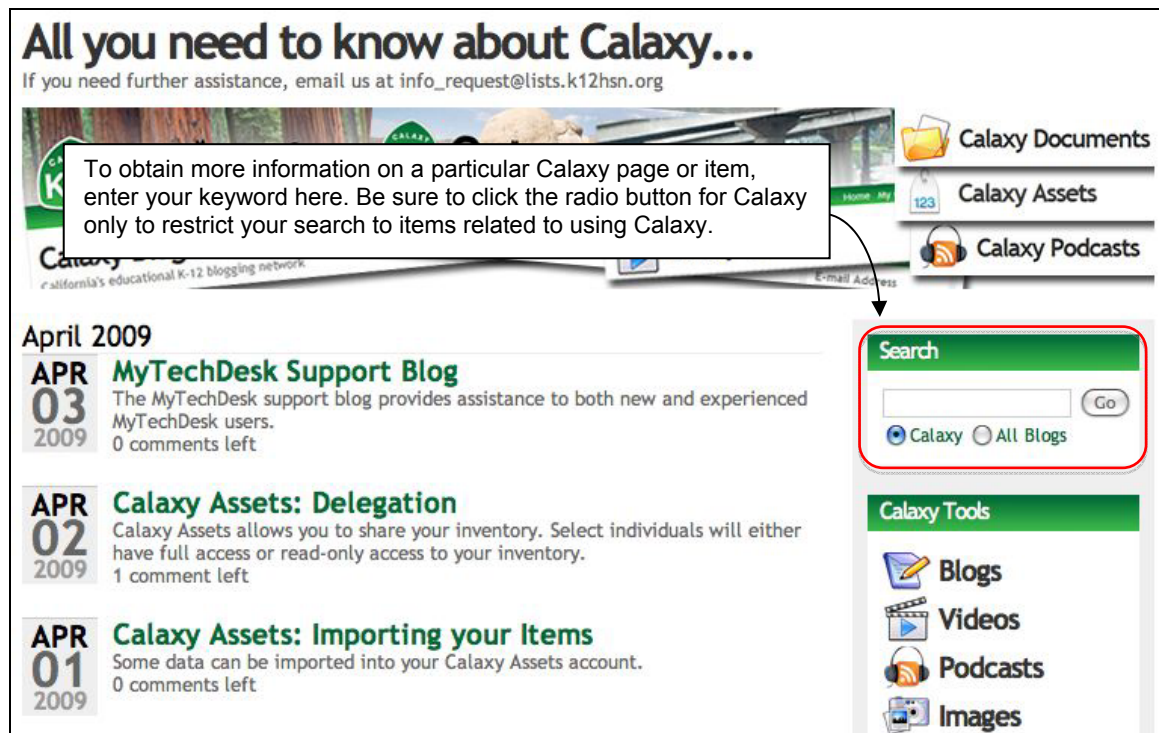


Figure 12: The Galaxy Help page

Section 3: The Galaxy user interface

In Section 2 we provided an overview of the Galaxy web site and focused on the top-level links that appear across the top of the home page (Home, My Galaxy, Upload, Search, About, and Help). In this section we will describe the Galaxy user interface and applications.

Creating Colleagues, Groups, Albums and Categories

Galaxy is a social network similar in many ways to other popular social networks such as Facebook and MySpace. However, unlike these public networks, the Galaxy society is limited to the trusted community of verified California K-12 educators. When you invite people to become part of a group of which you are the owner, it allows you to share content with these people. In addition to this feature an internal messaging system allows you to receive and send messages to the trusted community. Once you become a member of Galaxy the first thing you should do is set up your Colleagues, Groups, Albums and Categories as described below.

Colleagues

This feature of Galaxy is not yet released. When released you will be able to search for and add colleagues from this page. Watch for future updates on this feature of Galaxy. In the meantime, there is another way to add colleagues. Wherever you see a blog's author "By" line or a user's name that is a hot link you are able to click on it to go to their profile page. On the profile page you will see "Colleague Request" and "Send Message" buttons as shown in Figure 13.

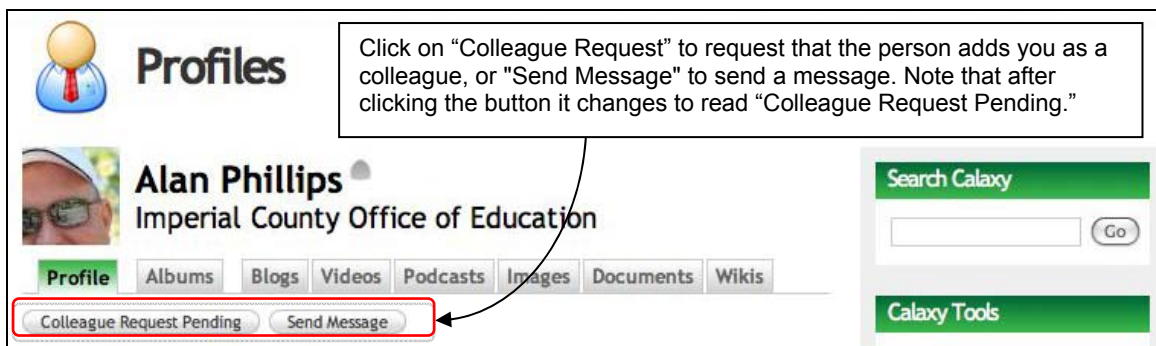


Figure 13: User profile and colleagues request page

Groups

Groups may be thought of as containers for people. You may become a member of other peoples' groups and other people may join your groups (by invitation only).

To create a group

1. Go to "My Galaxy" and click on "Groups" as shown in Figure 14.

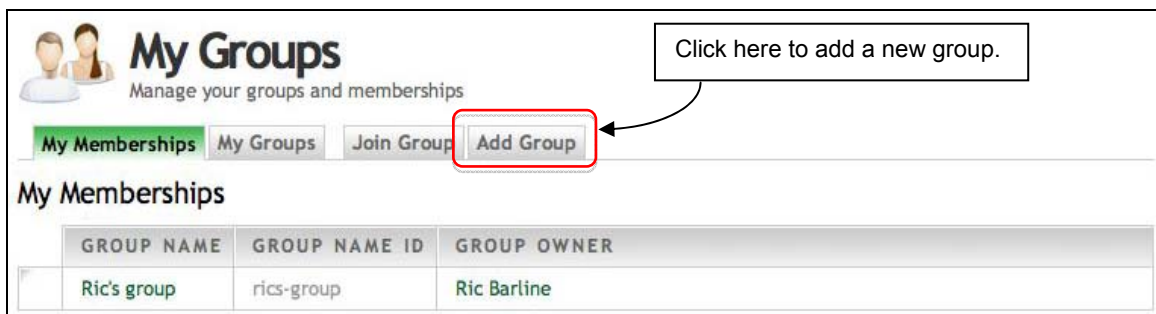


Figure 14: The Galaxy My Groups page with My Memberships tab selected

2. Click the Add Group tab. This will take you to the Add Group page shown in Figure 15.

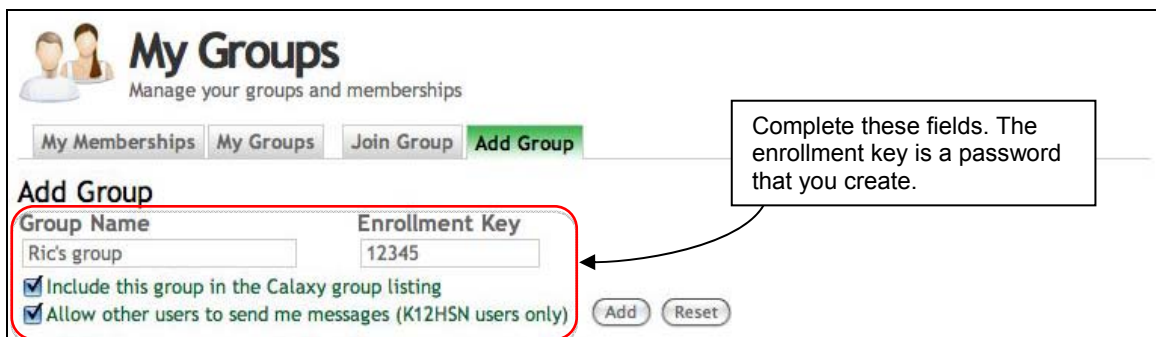


Figure 15: The Add Group page

3. Here you will be asked to type your group name and an enrollment key. Note: The enrollment key is the password you will create and share with your group members to give them access to your content.
4. You may choose to include your group in the Galaxy group listing.
5. You may decide to allow users to send you messages (K12HSN members only).
6. Click Add.

Once the group is created, you will see it listed under the My Groups tab as shown in Figure 16.



Figure 16: The My Groups page with My Groups tab selected



This icon button allows you to remove/delete a group



This icon button allows you to update a group.



This icon button lets you send an invitation e-mail containing detailed instructions on how to join your group. You decide who should have access to your content. The Group Name ID together with the enrollment key will provide your chosen collaborators with access to view your content. You may choose to share content with non-K12HSN account holders. These guests you invite into the group are only able to review content. The K12HSN account holders in your group on the other hand will be able to review and add new content in that group.



This icon button allows you to view, add or remove group members.

To add a group member manually

1. Go to the My Groups tab, click next to the group name, then click "Add new members."
2. In the Find Galaxy User box, type the first 4, 5 or 6 first letters of the teacher you would like to add to your group.
3. Click on the name of the person you would like to add to your group to highlight it.
4. Click Add Member. You'll notice the name of the person on the right hand side under Group Members.
5. Proceed with the next person you would like to add.
6. Once you have added all your group members, click "Done."

To access your groups

Groups can be accessed from "My Galaxy", by clicking on the Group icon. Clicking on your group name will give you access to the content available to your group in Blogs, Videos, Podcasts, Images and Documents. Note: You may choose to make some of the content in your group also available to the public.

For K12HSN account holders to join a group

1. Go to "My Galaxy" and click on "Groups" as shown in Figure 14.
2. Under My Memberships, enter the group name and enrollment key provided to you.
3. Click "Join".

Being a member of the group will allow you to view content specific to this group as well as contribute content to the group.

For non-K12HSN account holders to join a group

1. Go to the URL indicated in your email.
2. Type the enrollment key provided to you and then click "Submit."

Being a member of the group will allow you to view content specific to this group however you will not be able to contribute content to the group.

Privacy Settings

Privacy Settings are available wherever you create content in Galaxy. There are four levels of privacy, and each level is more open than the previous one: 1) content is hidden (available only to you), 2) content is available only to members of your groups (you select which groups), 3) content is available only to Galaxy members, and 4) content available to everyone including non Galaxy members (i.e. people who visit the Galaxy web site but do not log in).

Albums

Albums may be thought of as containers for content. You create albums and then link media to them. This allows you and others to whom you have given access to your content to filter your content by album if desired.

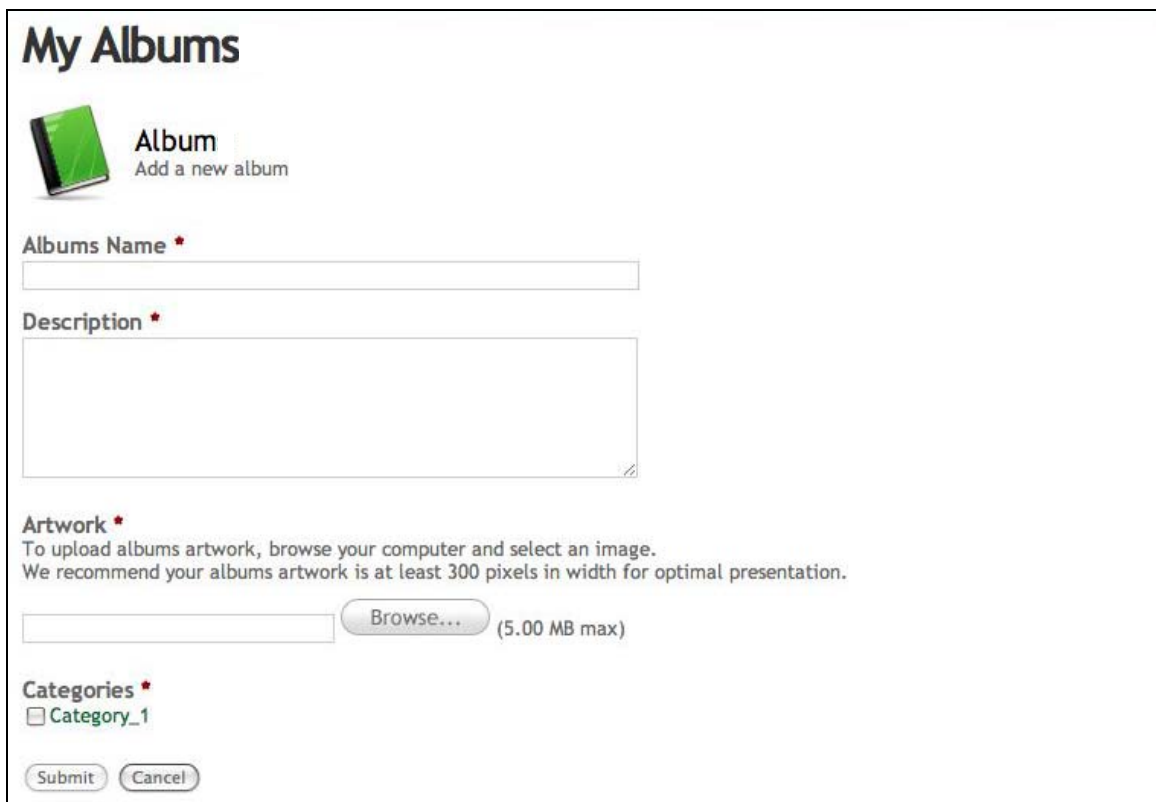
To create an album

1. Go to "My Galaxy" and click on "Albums" as shown in Figure 17.




Figure 17: The My Albums page

2. Click "Add album." This will take you to the Add Album page shown in Figure 18.



My Albums

 **Album**
Add a new album

Albums Name *

Description *

Artwork *
To upload albums artwork, browse your computer and select an image.
We recommend your albums artwork is at least 300 pixels in width for optimal presentation.

 (5.00 MB max)

Categories *
☐ Category_1

Figure 18: The Add Album page

3. Enter your "Album Name." Note: Your Album Name may contain any sequence of alphanumeric or special characters.
4. Enter a "Description."
5. The "Artwork" section allows you to upload an image or icon that will represent your album in Galaxy. To upload your album artwork, browse your computer and select an image. We recommend your album artwork is at least 300 pixels in width for optimal presentation.
6. Click "Browse" to find the image on your computer. A pop-up window will open. Select the file you would like to upload. Then click "Open"
7. Select the categories representing your album. You may select more than one category.
8. Click "Submit."

Categories

Categories allow you to organize your content into types. You create categories and then link media to them. This allows you and others to whom you have given access to your content to filter your content by category if desired. It also allows you to link groups to categories.

To create a category

1. Go to "My Galaxy" and click on "Categories" as shown in Figure 19.

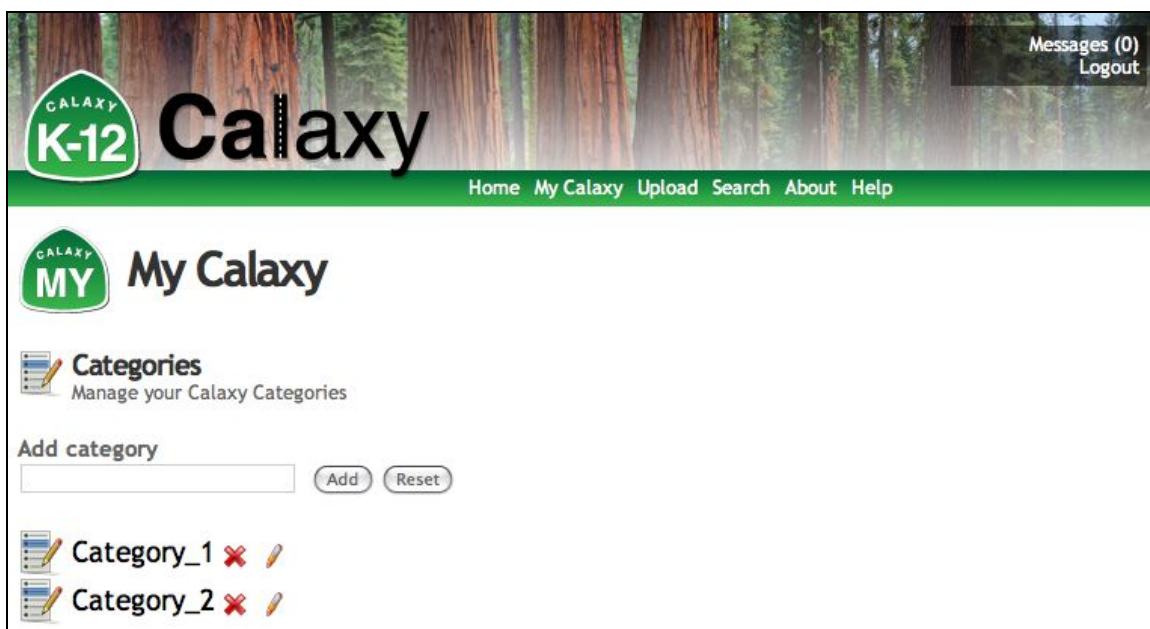




Figure 19: The Categories page

2. Type your category in the box below “Add category”
3. Click “Add.”
4. You may remove and/or edit categories:

 This icon button allows you to remove/delete a category.

 This icon button allows you to update a category.

Messaging

Galaxy contains an internal messaging system that allows you to send and receive messages from other Galaxy members. You will see a number in the upper right-hand corner of your Galaxy page when you have unread messages waiting in your inbox as shown in Figure 20.

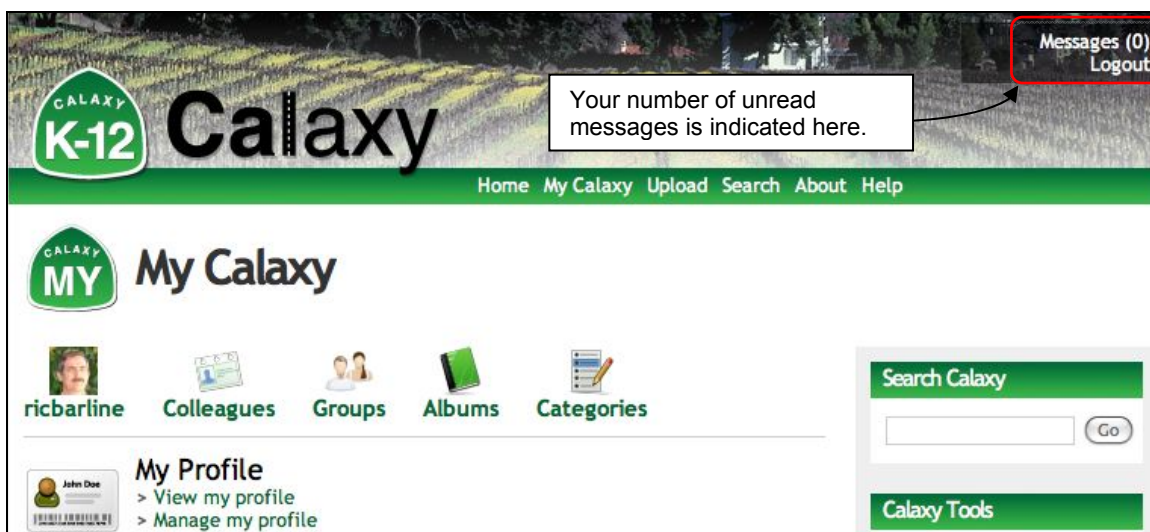


Figure 20: Upper portion of My Galaxy page showing messages

To manage your messages

Click on “Messages” to access the Messaging screen as shown in Figure 21. On the Messaging screen, you can send new messages, check your inbox, view active messages, sent messages, and archive messages. These terms are defined as follows:

- New – create a new message
- Inbox – contains unread messages (and messages remarked as “unread”)
- Active – contains messages that have been sent but not yet replied to
- Sent – contains sent messages
- Archive – contains all messages

Messaging is designed to act like discussion threads in that it treats messages and replies as a thread rather than discrete messages. The “thread-like” character of Messaging will become more apparent as you begin to use the system.

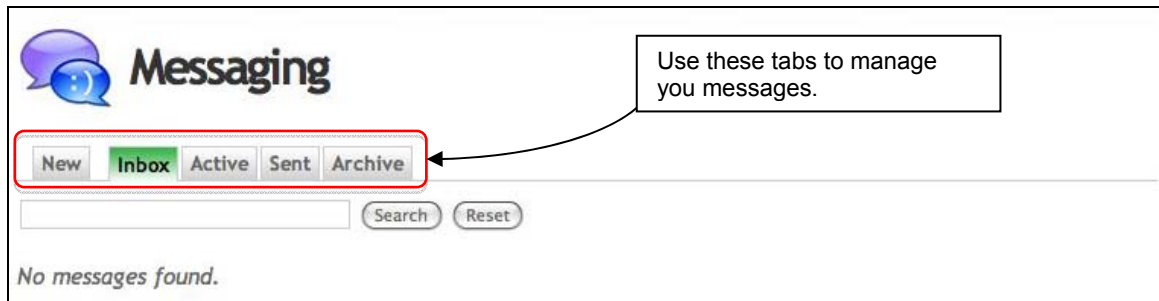


Figure 21: Galaxy Messaging page

To send a new message:

1. Click on the "New" tab.
2. To find a Galaxy user, begin typing the name of the person you would like to send the message to.
3. Once the name of the person you are looking for appears in the drop down list, click "Add" to select the person.
4. You may select additional recipients by following the same steps.
5. Enter the subject and the actual message and then click "Send."

The messaging system does not reveal a colleague's actual email address, but sends the message via the internal Galaxy system. An automated email notification will be delivered to your colleagues email address informing them that they have a new message in Galaxy.

Blogs

Galaxy Blog is similar to Blogger and Blogspot. From the Galaxy home page, clicking on Blogs takes you to the Blogs page shown in Figure 22. Here you will see a list of all blogs in the system sorted by date created. Also shown is the blog subject, blog name and blog owner. The most recently posted blogs are listed on the right side of the page.

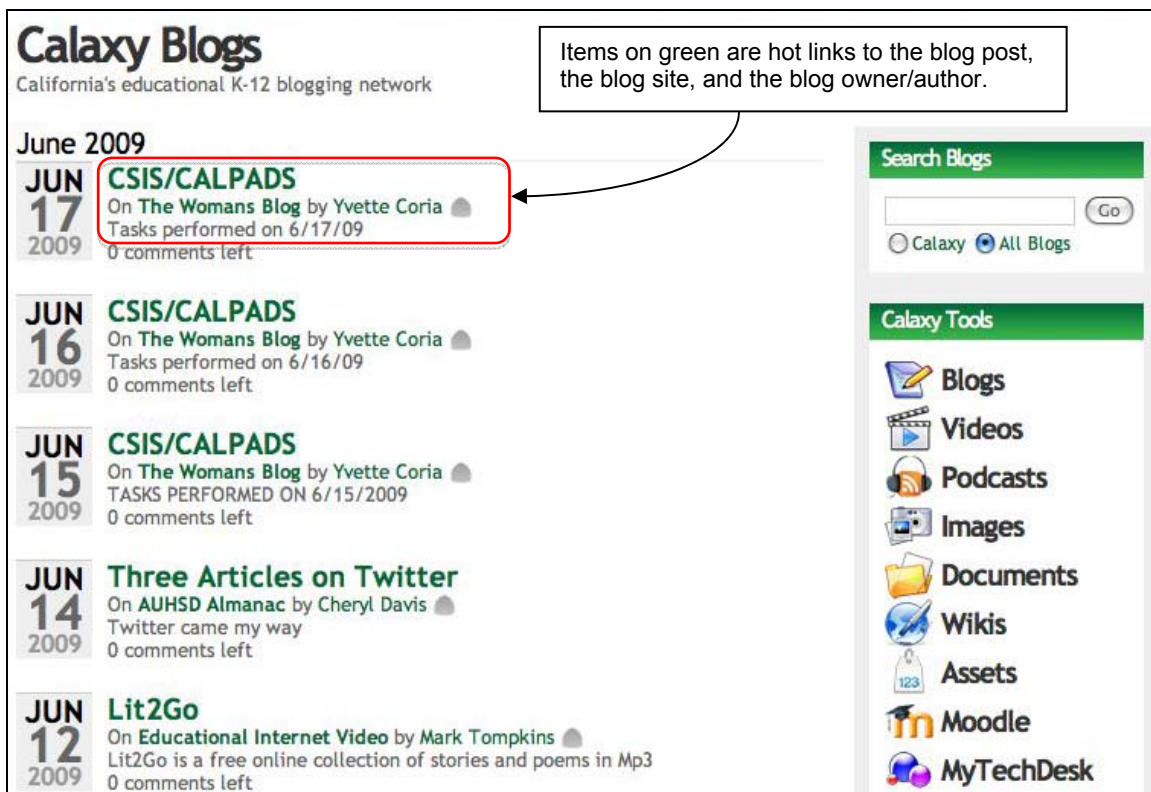


Figure 22: Galaxy Blogs page

To create a blog site

1. Go to "My Galaxy" and click on "Add a new blog site" below "My Blogs." This will take you to the Create Blog page.
2. Most of the required fields will be pre-populated with temporary data. Overwrite this data with your specific data.
3. Specify one or more categories.
4. Specify your privacy setting for the blog site.
5. Add a "Theme" to your blog site. Four themes or background colors are available. You may choose from a blue, green, orange and red template.
6. Add a banner to your blog site. Adding a banner is an easy way to personalize your blog and create a great-looking page. The banner image will appear just below the blog's title on every page of your blog.

For specific instructions on adding themes and banners see the Galaxy blog post titled *Blog-alicious*. To locate this blog, search using the title as the keyword.

Videos

Galaxy Videos is similar to YouTube and TeacherTube. From the Galaxy home page, clicking on "Videos" and then "View All Videos" takes you to the Videos page shown in Figure 23. Here you will see a list of all videos in the system sorted by date created. Also shown are the video title, author "By" line, and the rating score. The top rated videos are listed on the right side of the page (not shown in Figure 23).

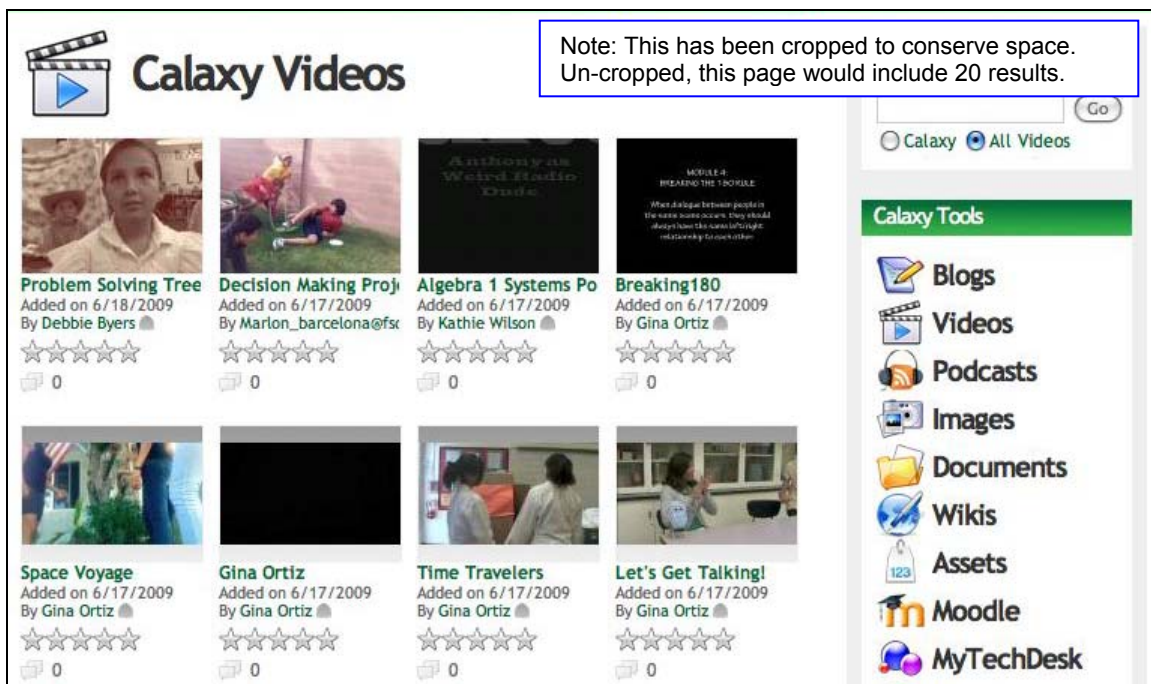


Figure 23: Galaxy Videos page

To upload a video

If you already have a video on your computer, you can upload it to Galaxy as follows:

1. Go to “My Galaxy” and click on “Add video” below “My Videos.” This will take you to the Video Upload page.
2. Fill out the Video Upload form. Asterisk (*) indicates required field.
3. Title: Enter a title for your video.
4. Description: Enter a description.
5. Tags: Type the tags that best describe your video.
6. Channels: Select the channel(s) that correspond to your video.
7. Album: Select the album you want your video linked to.
8. Categories: Select the categories that correspond to your video.
9. Video File: Click “Browse” to find the video on your computer. Note: Videos can be in AVI, M4V, MOV, MP4, MPEG, or MPG file formats. A pop up window opens.
10. Select the file you would like to upload. Then click “Open.”
11. Specify your privacy setting for the file.
12. Under Terms of Service, make sure you check the box next to “I agree to comply with the K12HSN Terms of Service (TOS).”
13. Click the “Submit” button.

For specific instructions on adding videos see the Galaxy blog site titled *Video Made the Radio Star*. To locate this blog, search using the title as the keyword.

Podcasts

Galaxy Podcasts is similar to Apple iTunes or PodcastDirectory. From the Galaxy home page, clicking on “Podcasts” and then “View All Podcasts” takes you to the Podcasts page shown in Figure 24. Here you will see a list of all podcasts in the system sorted by date created. Also shown are the podcast title, author “By” line, and the rating score. The top rated podcasts are listed on the right side of the page (not shown in Figure 24).

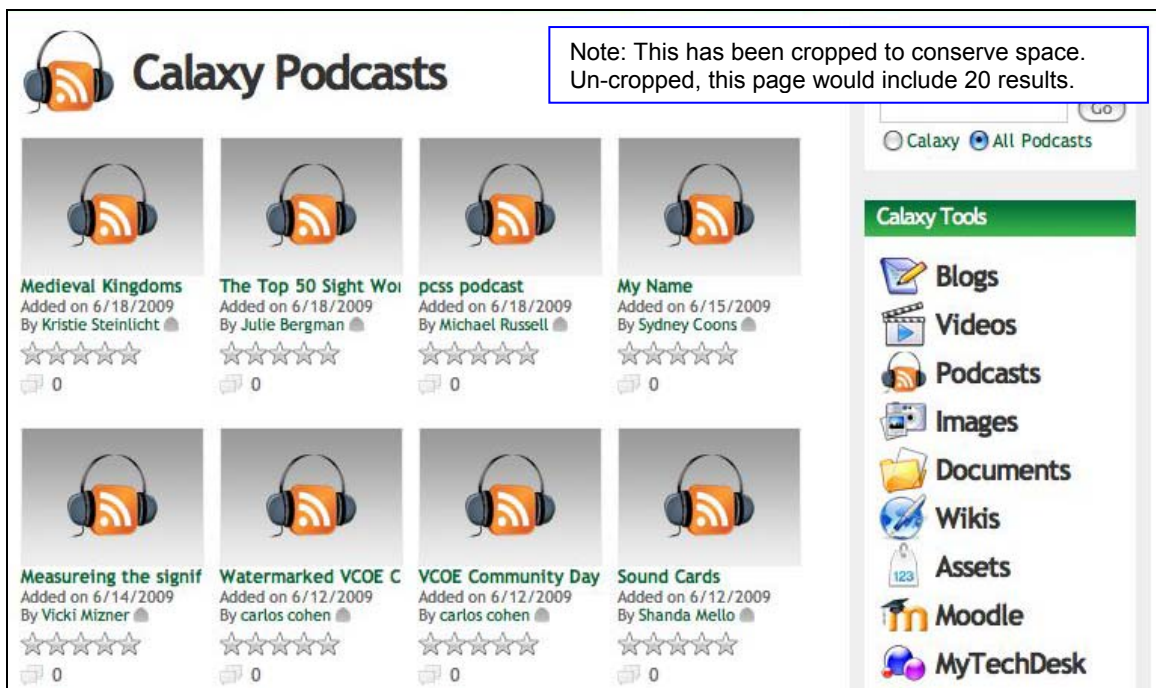


Figure 24: Galaxy Podcasts page

To upload a podcast

If you already have a podcast on your computer, you can upload it to Galaxy as follows:

1. Go to "My Galaxy" and click on "Add podcast" below "My Podcasts." This will take you to the Podcast Upload page.
2. Fill out the Podcast Upload form. Asterisk (*) indicates required field.
3. Title: Enter a title for your podcast.
4. Description: Enter a description.
5. Tags: Type the tags that best describe your podcast.
6. Channels: Select the channel(s) that correspond to your podcast.
7. Album: Select the album you want your podcast linked to.
8. Categories: Select the categories that correspond to your podcast.
9. Podcast File: Click "Browse" to find the podcast on your computer. Note: Podcasts can be in M4A, M4V, MP3, or MP4 file formats. A pop up window opens.
10. Select the file you would like to upload. Then click "Open."
11. Specify your privacy setting for the file.
12. Under Terms of Service, make sure you check the box next to "I agree to comply with the K12HSN Terms of Service (TOS)."
13. Click the "Submit" button.

For specific instructions on adding videos see the Galaxy blog site titled *iPod, You Pod, We all Pod for Podcasts*. To locate this blog, search using the title as the keyword.

Images

Galaxy Images is similar to Google Images. From the Galaxy home page, clicking on "Images" and then "View All Images" takes you to the Images page shown in Figure 25. Here you will see a list of all images in the system sorted by date created. Also shown are the image title, author "By" line, and the rating score. The top rated images are listed on the right side of the page (not shown in Figure 25).

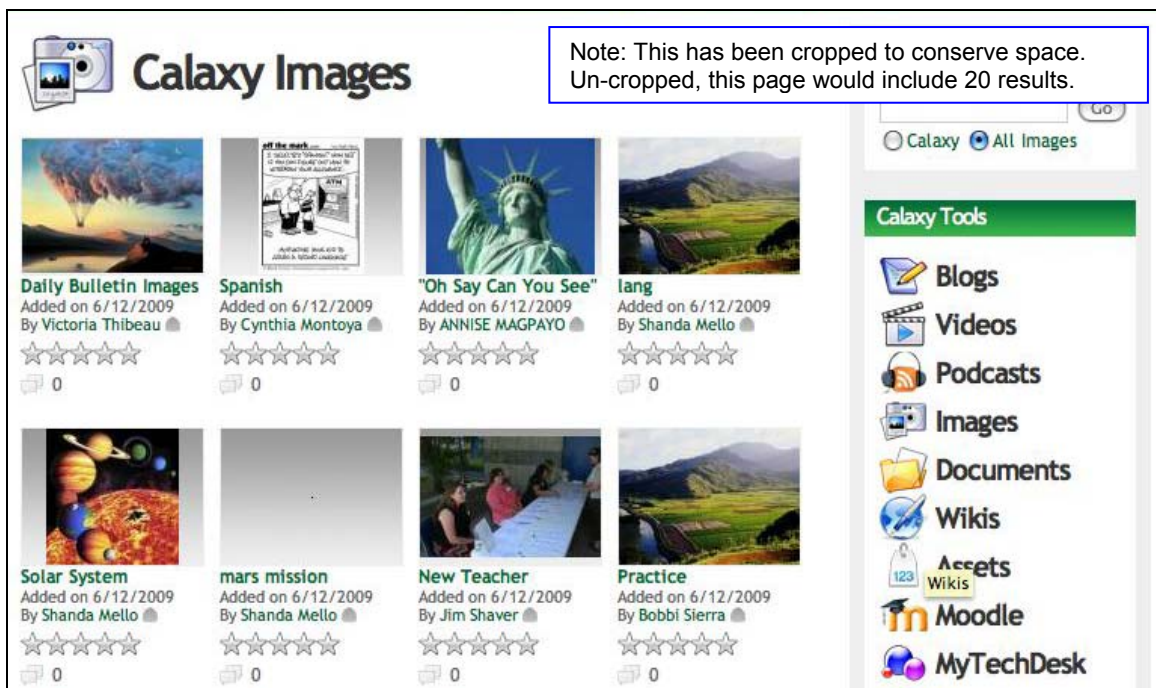


Figure 25: Galaxy Images page

To upload an image

If you already have an image on your computer, you can upload it to Galaxy as follows:

1. Go to "My Galaxy" and click on "Add image" below "My Images." This will take you to the Image Upload page.
2. Fill out the Image Upload form. Asterisk (*) indicates required field.
3. Title: Enter a title for your image.
4. Description: Enter a description.
5. Tags: Type the tags that best describe your image.
6. Channels: Select the channel(s) that correspond to your image.
7. Album: Select the album you want your image linked to.
8. Categories: Select the categories that correspond to your image.
9. Image File: Click "Browse" to find the image on your computer. Note: Images can be in JPEG or JPG file formats. A pop up window opens.
10. Select the file you would like to upload. Then click "Open."
11. Specify your privacy setting for the file.
12. Under Terms of Service, make sure you check the box next to "I agree to comply with the K12HSN Terms of Service (TOS)."
13. Click the "Submit" button.

For specific instructions on adding videos see the Galaxy blog site *Image'n All The People*. To locate this blog, search using the title as the keyword.

Documents

Galaxy Documents is similar to Gotomyfiles or FilesAnywhere. From the Galaxy home page, clicking on "Documents" and then "View All Documents" takes you to the Documents page shown in Figure 26. Here you will see a list of all documents in the system sorted by date created. Also shown are the document title, author "By" line, and the rating score. The top rated documents are listed on the right side of the page (not shown in Figure 26).

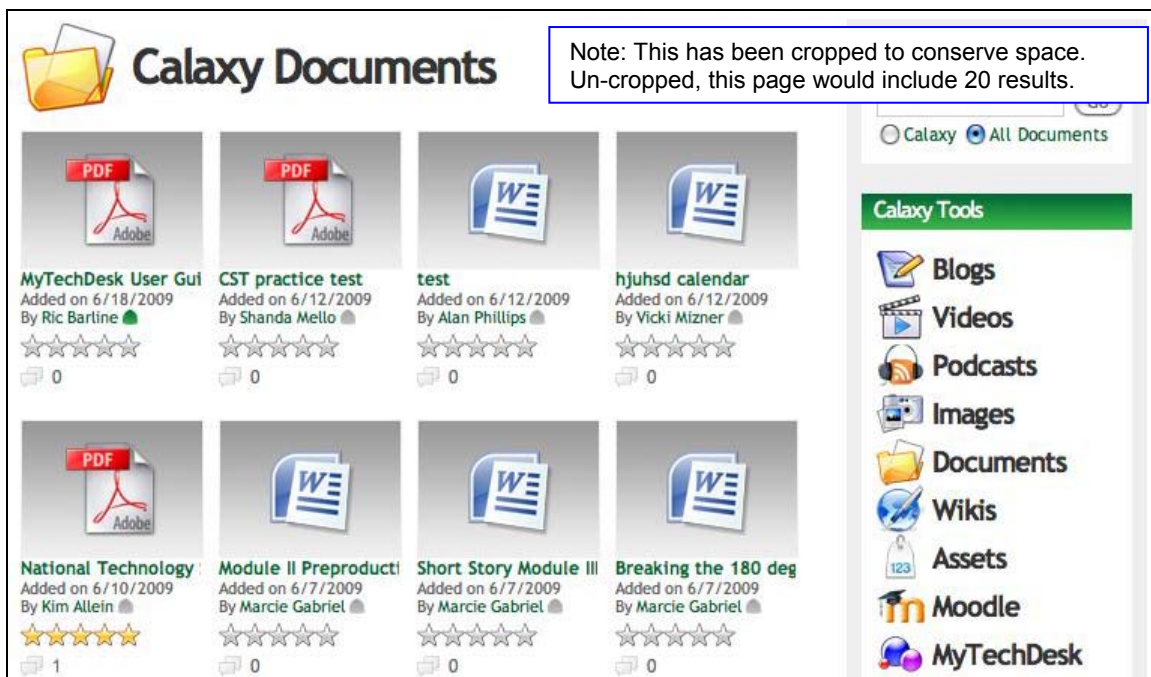


Figure 26: Galaxy Documents page

To upload a document

If you already have a document on your computer, you can upload it to Galaxy as follows:

1. Go to "My Galaxy" and click on "Add document" below "My Documents." This will take you to the Document Upload page.
2. Fill out the Document Upload form. Asterisk (*) indicates required field.
3. Title: Enter a title for your document.
4. Description: Enter a description.
5. Tags: Type the tags that best describe your document.
6. Channels: Select the channel(s) that correspond to your document.
7. Album: Select the album you want your document linked to.
8. Categories: Select the categories that correspond to your document.
9. Document File: Click "Browse" to find the document on your computer. Note: Documents can be in DOC or PDF file formats. A pop up window opens.
10. Select the file you would like to upload. Then click "Open."
11. Specify your privacy setting for the file.
12. Under Terms of Service, make sure you check the box next to "I agree to comply with the K12HSN Terms of Service (TOS)."
13. Click the "Submit" button.

For specific instructions on adding videos see the Galaxy blog *Paper, Plastic or Electronic*. To locate this blog, search using the title as the keyword.

Wikis

Galaxy Wiki is similar to PBWiki or Wikispaces. From the Galaxy home page, clicking on "Wikis" takes you to the Wikis page shown in Figure 27. Here you will see a list of all wikis in the system sorted by date created. Also shown are the wiki title and author "By" line.

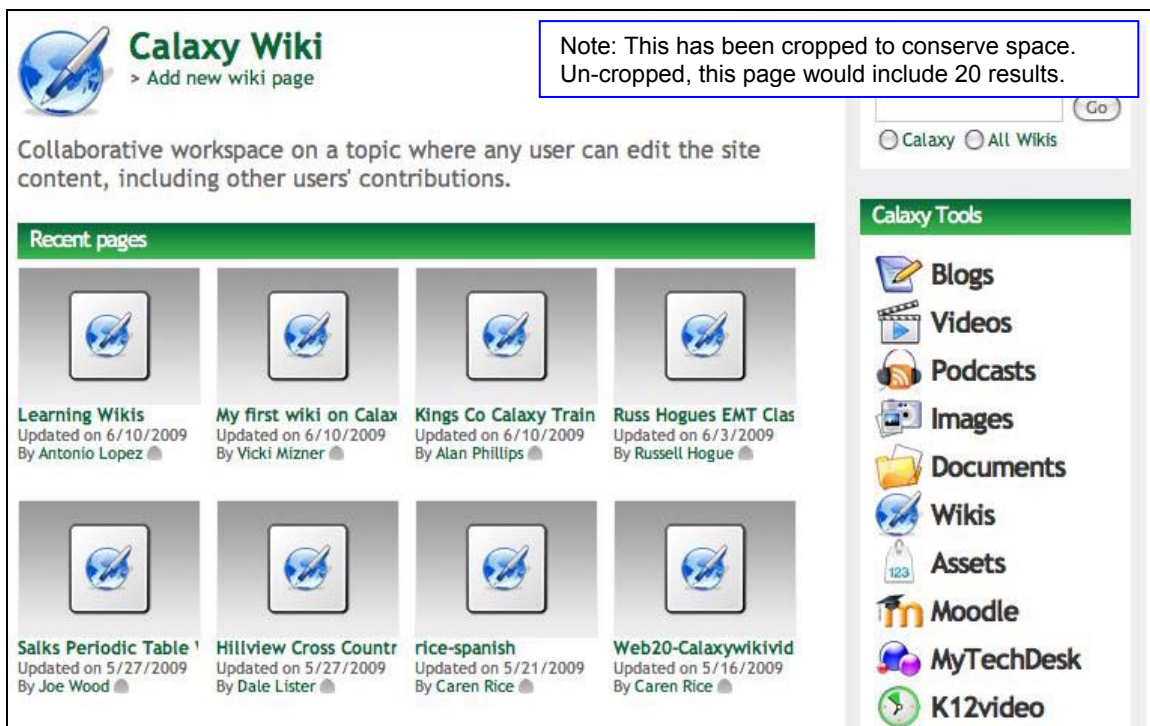


Figure 27: Galaxy Wikis page

To create a wiki

1. Go to "My Galaxy" and click on "View added" below "My Wiki Pages." This will take you to the Wiki page. Click on "Add new wiki page" below "Galaxy Wiki."
2. Enter a title for the new wiki page and click "Submit." This will take you to a confirmation page asking you to confirm that an existing wiki page for your title does not already exist in Galaxy Wiki. At this point you should click "continue" link *in a new browser tab*, and then *go back* to the previous tab and perform a search on the title to be certain that an existing wiki page for your title does not already exist in Galaxy. If the search results in no wikis found, then you may proceed in the other tab (note: your browser will need to support tabbed browsing to accomplish this procedure; if not then perform the search in the same window and then start over with step 1).
3. Clicking "continue" takes you to the wiki edit page shown in Figure 28. Note: Your browser must support HTML editing to create a wiki page.
4. Compose your wiki page the text editor and preview the final page to make sure the page is exactly what you want. If desired you may view the HTML code. Note that the text editor allows you to set font style, font pitch, and formatting available in most word processing applications. The tools across the top also allow you to paste from Word and insert images (see below for detailed instructions on inserting media).
5. Below the text editor window complete the additional optional and required information (tags, channels, privacy, and terms of service). Then click the "Submit" button.
6. Your wiki is now created and you are returned to your Wikis page. From here you can edit the page by clicking on the Edit tab. You can also view all history of changes and click on past versions of the page.

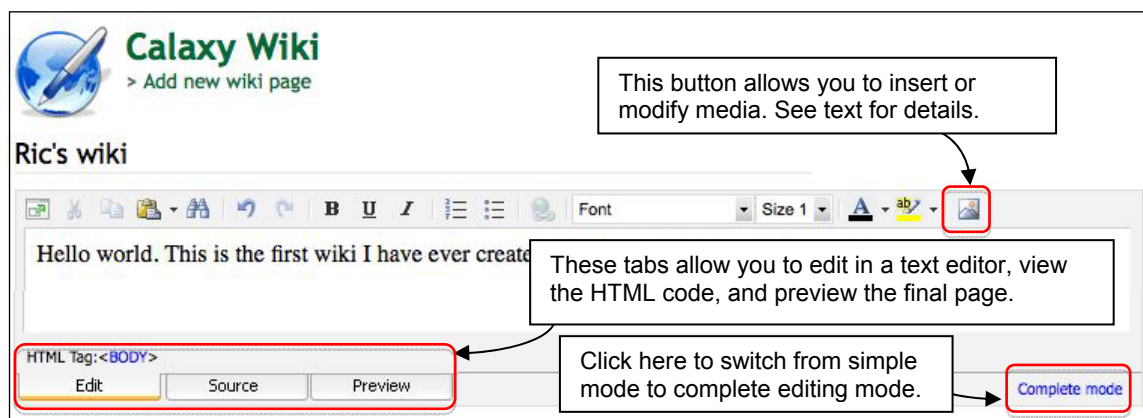


Figure 28: Galaxy edit wiki page

There are two modes for the text editor toolbar. Figure 28 shows the “Simple” mode. If more complex editing is desired, switch to “Complete” mode. This will give you an expanded toolbar as shown in Figure 29.



Figure 29: Complete mode toolbar

Insert media in your wiki page click on the insert media button at the far right of the toolbar. This will open the media manager as shown in Figure 30.

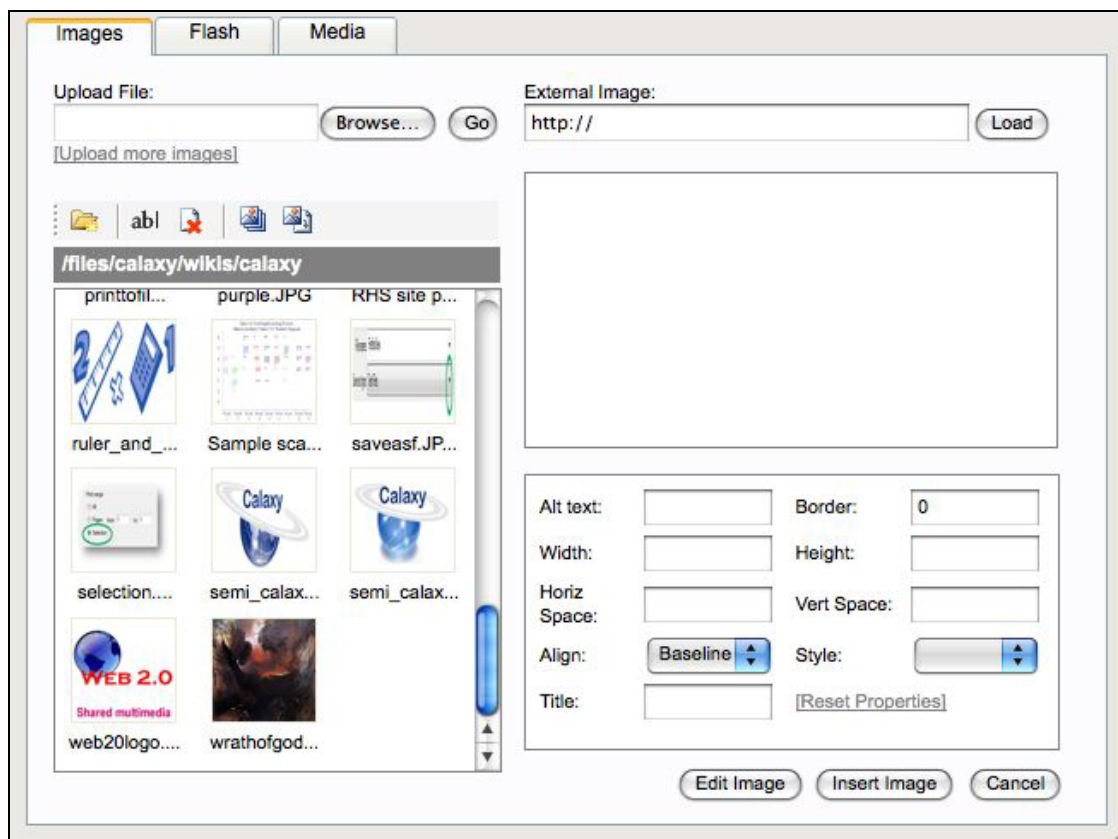


Figure 30: Media manager page

The media manager allows you to select from a library of images, flash, and other media types. You may select from the Galaxy library or your own media files. You may upload files from your local drive or from an external source. Clicking on “Insert Image” inserts the image at the insertion point of your page. You can also insert media without using the media manager by embedding media directly into the page by way of appropriate HTML code. For example, the following code inserts an image file named “filename.jpg” that exists on an external server and sets the image width to 100 pixels: ``

Assets

Galaxy Assets is a full-featured inventory system that allows you to create and manage groups of inventory. For MyTechDesk users, asset groups can be linked to Galaxy assets, allowing trouble tickets to be assigned to specific pieces of equipment. For additional information on using Galaxy Assets in conjunction with MyTechDesk see separate document titled MyTechDesk User Guide.

From the Galaxy home page, clicking on “Assets” takes you to the Assets page shown in Figure 31. Here you will see a list of your asset groups. You can define an unlimited number of assets groups within Galaxy.

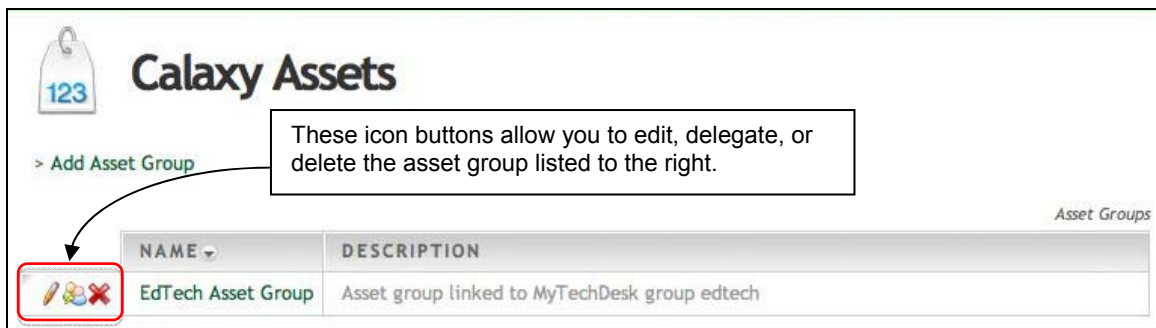


Figure 31: Galaxy Assets page

To create an asset group

1. Go to “My Galaxy” and click on “Add a new asset group” below “My Assets.” This will take you to the Assets page as shown in Figure 32.

The screenshot shows the 'Add Asset Group' form. At the top left is a tag icon with the number '123'. To its right is the title 'Galaxy Assets'. Below the tag is a link '> Add Asset Group' and the text 'Create a new Galaxy Asset Group'. Below this is a note: 'Asterisk (*) indicates required field'. The form has four fields: 'Asset Group ID *', 'Asset Group Password *', 'Asset Group Name *', and 'Asset Group Description'. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 32: Add Asset group page

2. Enter your "Asset Group ID." Note: Your Asset Group ID should contain letters and/or number but no special character and no space.
3. Enter your "Asset Group Password." Note: Your Asset Group Password should contain letters and/or numbers but no special characters and no spaces.
4. Enter your "Asset Group Name." Note: Your Asset Group Name may contain any sequence of alphanumeric or special characters.
5. Enter your "Asset Group Description." This field is optional.
6. Click "Submit."

Once the asset group is created it will show up on your list of asset groups as shown in Figure 33. Now you will need to define the details of your asset group including Items, Locations, Departments, Custodians, Manufacturers, Vendors, Status, Categories, and custom fields as shown in the blue outlined row of tabs in Figure 33. To add a details to these tabs simply click on the relevant tab and then click "Add." Screenshots for each of these tabs will not be shown.

Each of these tabs is described in more detail below.

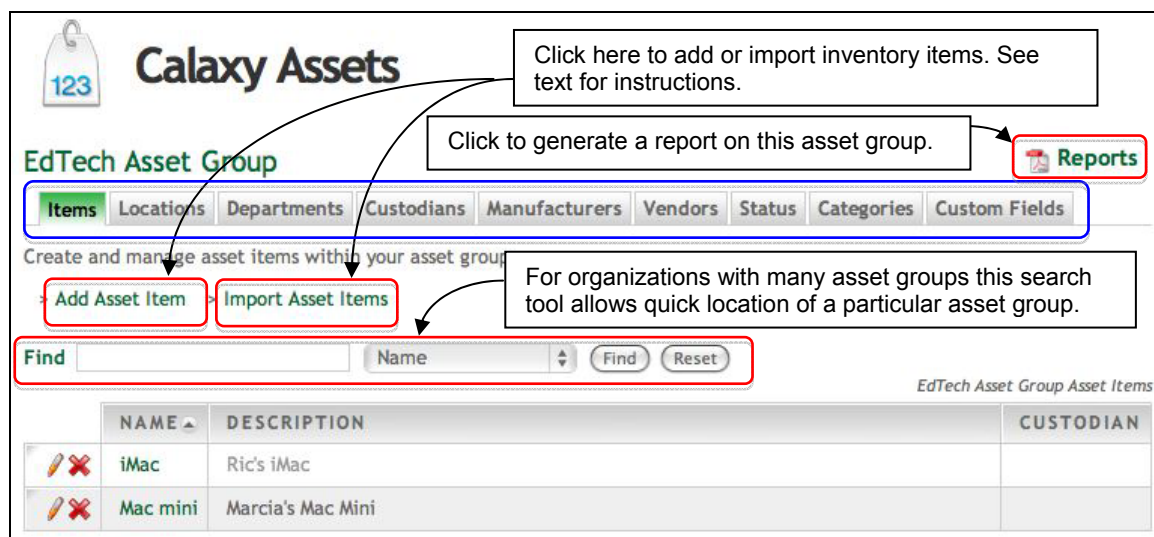



Figure 33: Asset groups page

- **Items:** Here is where you add items to your asset list.
- **Locations:** Here is where you define where your assets are located. Once you create a location, you will be able to add a Building. Once you add a building you can create a Room.
- **Departments:** Here is where you can define departments that assets are assigned to.
- **Custodians:** A custodian is someone who is responsible for the asset. You can define your custodians here.
- **Manufacturers:** Here is where you define who the manufacturers are. The manufacturer names will appear in a drop-down list when adding/editing an item.
- **Vendors:** This is where you define from whom you purchased your assets. You can also define the contacts for each vendor.
- **Status:** Here you can define different status for your assets. A status may be something like surplus, or discarded.
- **Categories:** Categories can be created to assign your assets to specific categories. This may be used for purchase information such as K-12 Voucher or E-Rate or may be a category for grade level. Categories are unique to your use of the tool.
- **Custom Fields:** You can create custom fields that are unique to your use of the tool. There are three different types of fields you can create: 1) text, 2) drop-down list or 3) date. You can create as many custom fields as you like.

Delegation of Assets

Galaxy Assets allows you to share your inventory. This feature allows multiple users to work on an inventory. You may choose to give either full access or read-only access to your colleagues. Follow these steps to Delegate (share) your Assets:

1. From your Assets page click on the "Delegate" button icon  to the left of the asset group name.
2. On the delegation page, you will be prompted to select the name of the person(s) who will have access to your inventory. To find a Galaxy user, begin typing the name of the person who will have access to your inventory in the field below "Find Galaxy User". As you start typing the first few letters of the name of your colleague, the names of existing Galaxy users will appear in the table below.
3. Once the name of the person you are looking for appears in the table, select the name and click either the "Full Control" or "Read Only" buttons to actually select the person.
4. Once you have made your selection, click the "Done" button.

To add a custom field

1. Click on the Custom Field tab.
2. Click "Add Custom Field."
3. Select the Type of field: Text, List or Date.
4. Under Label, type the name of your custom field.
5. You may choose to add a description for that custom field.
6. Click Submit.

If you create a "List" type custom field you will need to enter the values for your drop-down list. Follow these steps to enter the values for your drop-down list:

1. On the Custom Field page, click the pen icon to update the list you've just created. You will be able to add the different values for that list under Options.
2. Type a value for your custom field and click "Add."
3. Repeat until you are done inputting your drop-down list options.
4. When you are done, click Submit to update your custom field.

To define your status list

When setting up your inventory, you can define the status list with your own terms. A status may be something like surplus, discarded, etc. Follow these steps to define the status list:

1. Click on the Status tab.
2. Click "Add Status."
3. Type a Status Name.
4. You may choose to add a description for that status.
5. Click Submit.

To define your categories

When setting up your inventory, you can define your own categories. Categories may be used to indicate the type of asset: furniture, book, hardware, software, etc. Follow these steps to define your categories:

1. Click the Categories tab.
2. Click "Add Category."
3. Type a Category Name.
4. You may choose to add a description for that category.
5. Click Submit.

Importing your inventory items into Galaxy Assets:

The Galaxy Assets has an import feature that allows you to import some of your assets data. Note: At this time only the following data may be imported; additional fields will have to be entered into the system manually.

- Item Name
- Item Description
- Item Number
- Serial Number
- Purchase Order Number
- Price

Follow these steps to import your asset items into Galaxy Assets:

1. Create a comma-separated values (CSV) file with the following columns in this specific order of the bulleted field list above.
2. Go to the Items page and click "Import Asset Items."
3. Copy and paste the content of your CSV file into the textbox
4. Press "Continue."

Reports

Galaxy Assets can generate reports of your asset lists. Clicking the link to Reports takes you to the Reports page shown in Figure 34.



Figure 34: Asset Reports page

On this page you have two choices for report format: 1) click the PDF icon to have a report generated in your browser that may be downloaded as a PDF file, or 2) click the CSV icon to have a report generated as a CSV file and sent to the Downloads folder of your computer. The CSV file may be opened in Excel or other database application for further formatting and/or manipulation.

Moodle

K12HSN offers an instance of Moodle. Moodle is a Course Management System, also known as a Learning Management System or a Virtual Learning Environment. It is a free open source web application that educators can use to create online learning sites. Moodle allows educators to create online courses that students can access as a virtual classroom. Moodle is currently being used by thousands of educational institutions around the world to provide an interface for e-learning and virtual schools.

A typical Moodle home page will include a list of participants (including the teacher and students), a calendar with a course schedule, and list of assignments. Other Moodle features include online quizzes, links to other Web resources, glossaries of terms, and forums where students can post comments and ask questions.

Galaxy Moodle home

To get to the Galaxy Moodle home page you must manually set your browser to <http://moodle.k12hsn.org> as shown in Figure 35. This page shows all Galaxy Moodle courses listed by county. It also provides a login screen. On this page you will use your Moodle username and password (not necessarily the same as your Galaxy username and password) to log in.

Course categories

County	School District	Courses
Alameda County	Castro Valley Unified School District	2
	San Lorenzo Unified School District	
	East Bay Arts High School	1
Alpine County		
Amador County	Amador County Office of Education	1
Butte County	Butte County Office of Education	5
	Kirk Hollow School District	

Login

You are not logged in. (Login)

English (en_us)

Username

Password

Login

Create new account
Lost password?

Calendar


June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				


Figure 35: Galaxy Moodle Home page

Adding a new Moodle course

In Galaxy, clicking on either the Moodle icon on the right side or the “Add a new Moodle course” link below My Moodle Courses on your home page takes you to the Request Moodle course page shown in Figure 36. To request a new course in Moodle you will need to fill out this form completely. Note that many of the fields will be pre-populated with your information. You will receive an email confirmation stating that you will be contacted within one business day with information on the course's status. When you receive your email notification that your course has been added and is ready for use, you will be provided with a link that takes you to your course in Galaxy Moodle. A typical course page is shown in Figure 37.



Galaxy Moodle



Moodle Course

Request new Moodle course through Galaxy

Note: The following information will be sent to create your Moodle Teacher account.

Teacher First Name

Teacher E-mail Address

Teacher Moodle Username

Teacher Last Name

Teacher Telephone

Ext.

Fax

These fields will be pre-populated based on the data in your Galaxy user profile.

Moodle Teacher Information

To request a Galaxy Moodle course, complete the following form. Your course information will be e-mailed to you upon approval. Asterisk (*) indicates required field

Teacher Moodle Password (6-12 Characters) *

Retype Password *

County *

Santa Clara

District *

Santa Clara County Office of Education

Moodle requires its own teacher password of between six and twelve characters (letters only). This password is not the same as your Galaxy password.

Moodle Course Information

Course Full Name * ?

Course Short Name (Max 15 Characters) * ?

Enrollment Key (5 Characters) * ?

Course Summary *

Write a concise and interesting paragraph here that

Click on the blue help icons to learn more about these items. Also available is an index of all Moodle help files (there are over 200 files in this list).

Submit

Cancel

Figure 36: Galaxy Moodle page

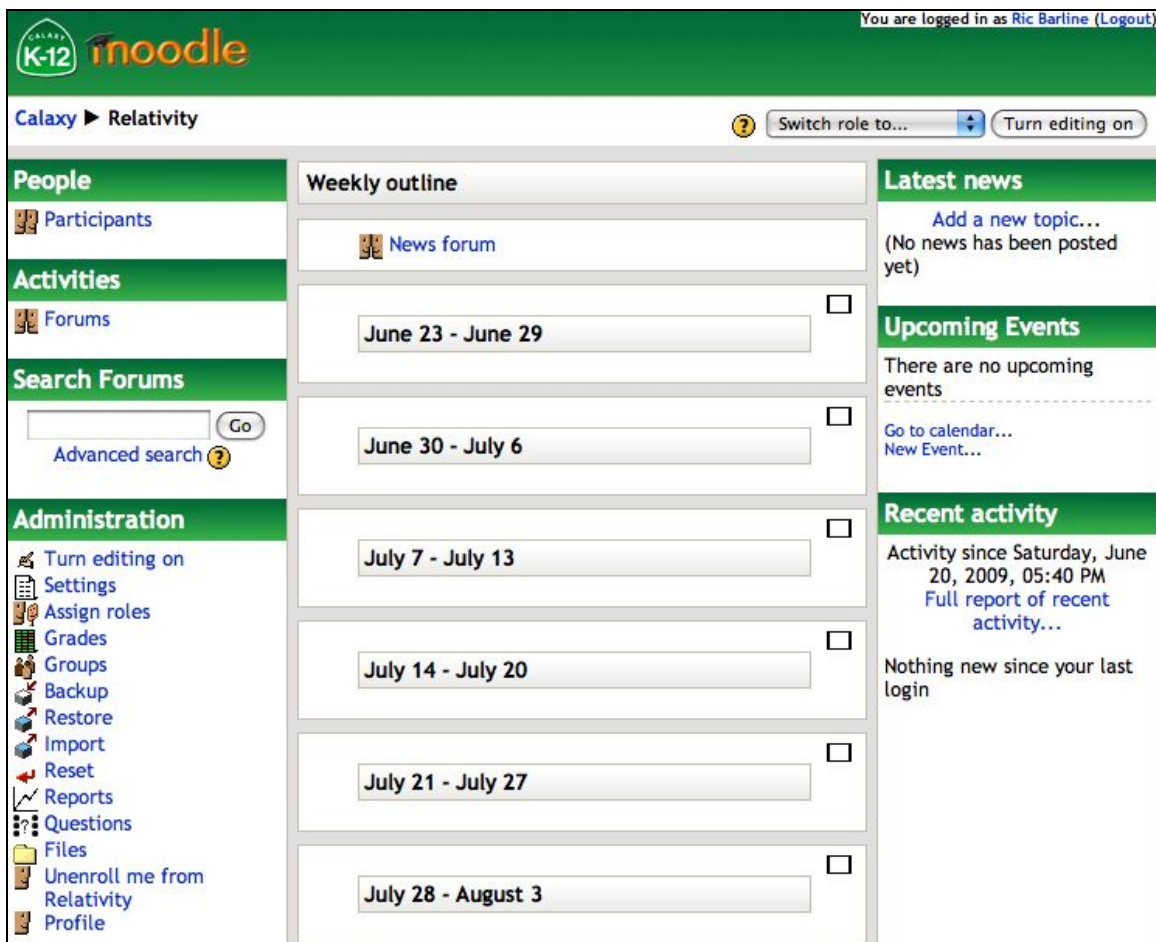


Figure 37: Typical Moodle course page

Using Moodle

Using Moodle is beyond the scope of this user guide, but many resources for using Moodle are available on the Galaxy blog. See Section 5: Additional Galaxy Resources for additional information on using Moodle.

Transferring existing Moodle courses into Galaxy Moodle

If you are already using Moodle you can transfer courses that you have created into the Galaxy Moodle. Once you set up your Galaxy Moodle course you can transfer the content of your existing course by doing a “Backup” of your existing course and doing a “Restore” in Galaxy Moodle. Below are the steps to follow to complete Moodle’s Backup/Restore process:

1. Go to your existing Moodle course.
2. Under the Administration tab, click “Backup.”
3. Click “Continue.”
4. Click “Continue” again. You should see “Backup completed successfully” at the bottom of the next page.
5. Click “Continue.”
6. Right-click on the zip file you’ve just created, the one dated with today’s date and “Save Target As.”
7. Save this zip file onto your computer.
8. Next, go to your new Galaxy Moodle course, log into your account.
9. Under the Administration tab, click “Restore.”

10. Click "Upload a file."
11. Click "Browse."
12. Select the zip file you just saved.
13. Click "Open" then "Upload this file."
14. Once the file has been uploaded, click "Restore."
15. Moodle will ask you whether you want to continue, click "Yes."
16. Then click "Continue."
17. Select "Restore to current course adding data to it."
18. Click "Continue."
19. Click "Restore this course now" Please note that it may take a while. At the bottom of the next page, you should see "Restore Completed Successfully",
20. Click "Continue." All your information should now appear in your Galaxy Moodle course.

Section 4: Definition of Terms

Author: The person who writes a blog. This is the same as the “owner” of the blog. When blogs are listed in search results the author is always shown in the “By” line (see Figure 22). Clicking on the author takes you to the profile page for that person.

Avatar: An Avatar is an image that you choose to represent yourself in discussion forums and other social network web sites that involve people interacting with each other. In Galaxy you may upload a photo or image for use as your personal Avatar. This is done on the Galaxy Profile page.

Galaxy User ID: Your Galaxy (and K12HSN) ID is a text string generated by the system based on your first and last name (and availability). It may not be changed once created. You do not use your ID to log in; rather you use your unique email address as the login username. Your ID appears under your Avatar image on your my Galaxy home page.

Profile: Your Profile consists of the following information: Avatar image, name, job title and bio.

Category: Categories allow you to organize your content into types. Whenever you upload a document or media file you have the option of linking it to one or more of your defined categories.

Groups: You may decide to share content with select individuals. The Group feature allows you to restrict access to your content. Whenever you upload a document or media file you have the option of giving access to the people in one or more of your groups.

Album: Albums allow you to organize your content into topics, each album covering a specific topic. Whenever you upload a document or media file you have the option of linking it to one or more of your albums.

Colleagues: You may invite other users to become your “Colleague.” Wherever you see a blog’s author “By” line or a user’s name that is a hot link you are able to click on it to go to their profile page. On the profile page you will see “Colleague Request” and “Send Message” buttons as shown in Figure 13.

Enrollment key: This is the password you will share with your group members to give them access to your content.

Tag: A tag is a keyword or term assigned to a piece of information that acts as an Internet bookmark. This kind of metadata allows it to be found by search engines. Galaxy is a tag-based system. You create tags to associate with your media. Or you can use tags that already exist in the system by selecting them from the tags list that shows on the right side of many pages. Tags must be separated by a space.

Channel: A channel is an area of interest. Channels are not editable; rather the Galaxy administrator creates channels, and the channels can change over time. The currently defined channels include California content areas and grade levels as shown in the list below:

California content channels	Grade level channels
Economics	Elementary School
English Language Learner	Middle School
English/Language Arts	High School
Foreign Language	Higher Education
Mathematics	Administration
Special Education	Adult Education
Physical Education	Career and Technical
Science	
Social Studies	
Visual/Performing Arts	

Table 2: Galaxy channels

Icons: Galaxy is icon intensive, with an icon for just about everything. The applications each have their own icon as shown in Table 1 of this guide. Below are tables showing and describing two other types of icons called System icons and Usability icons.

System icons







System Icon	Description
	ID: This first time you login to Galaxy you are prompted to create an ID. This is your unique identification within Galaxy.
	Profile: The Profile page is the area where you store your information: name, job title, bio, etc.
	Categories: Galaxy allows you to create your own categories, making it easy to organize your content.
	Groups: You may decide to share content with select individuals. The Group feature allows you to restrict access to your content.
	Albums: You may choose to organize your content into albums, each album covering a specific topic.
	Colleagues: You may invite other users to become your “Colleague.” This will allow you to view when they are online.

Table 3: Galaxy System Icons

Usability icons








Usability Icon	Description
	Comments: Galaxy helps you connect with and hear from other educators who read, watch or listen to your work and post comments.
	Rating: Each piece of content that is uploaded to these applications can be rated by members of the K-12 trusted community.
	Delete: Where available, this icon allows you to remove an item from Galaxy.
	Edit: Where available, this icon allows you to edit an item you have created.
	E-mail: Galaxy allows you to send invitation e-mails containing detailed instructions on how to join a group you have created.
	RSS Feed: The orange RSS feed icon is displayed across Galaxy's applications. By subscribing to these RSS feeds, content will be delivered to you as it becomes available, helping you to keep up with information in an automated manner.
	K12HSN users have the ability to flag content as inappropriate. Quarantined content is immediately removed from public view. K12HSN staff reviews it and determines if it really should be removed from public view.

Table 4: Galaxy Usability Icons

Section 5: Additional Galaxy Resources

Galaxy blog

A Galaxy blog has been set up at <http://www.k12hsn.org/calaxy/blogs.php/calaxy>. Currently this page contains blogs that provide expanded guidance on the Galaxy topics. These blogs are intended to act as discussion forums for Galaxy, so please add a comment and you will receive a reply from ICOE staff. Also, watch for additional blogs to appear as the tool set and/or functionality of Galaxy expands. The Galaxy support blog titles and descriptions are listed in Table 2.

Application	Blog Title	Description
Galaxy	Albums Aren't a Thing of the Past	How to create and manage albums.
Galaxy	Comment, Comment, Who's Got A Comment?	K12HSN members may leave comments in any of the Galaxy applications allowing them to collaborate and provide feedback to their peers.
Galaxy	Don't Apologize, Categorize	How to create and manage categories.
Galaxy	Getting Your Galaxy Boarding Pass	Only verified employees of the K-12 community can create a K12HSN account. This account will allow you to create content in Galaxy, post comments, rate Galaxy entries, schedule a videoconference, and much more...
Galaxy	Groupology	How to create and manage groups.
Galaxy	I Feel A Need, The Need for A Feed	Galaxy allows you to subscribe to RSS feeds at several levels. You may be interested in seeing the content for a specific user, a specific channel, a specific topic, etc. You choose which RSS feeds you want to subscribe to.
Galaxy	Isn't It Iconic...	A legend of the icons you will see while in Galaxy and what they mean.
Galaxy	Rate This!	It's all about the rating of content.
Galaxy	Should I Stay or Should I Go?	How to delete or hide a file you uploaded in Galaxy.
Assets	Galaxy Assets: A Customizable Solution	Galaxy Assets is an intuitive and highly customizable solution that allows you to manage your assets efficiently through their entire life cycle. Custom fields can be created to track data that is unique to your use of the tool.
Assets	Galaxy Assets: Delegation	Galaxy Assets allows you to share your inventory. Select individuals will either have full access or read-only access to your inventory.
Assets	Galaxy Assets: Getting Started	Galaxy Assets is an inventory management system with ties to MyTechDesk. Galaxy Assets can be used as a standalone solution or combined with MyTechDesk, a free work order management system provided by TechSETS.
Assets	Galaxy Assets: Importing your Items	Some data can be imported into your Galaxy Assets account.
Blogs	Blog-acious	Add a banner to your blog.
Documents	Paper, Plastic or Electronic	Galaxy Documents allows educators to easily upload and share their electronic documents online. To upload an electronic document to Galaxy, simply follow the steps described in this post.

Application	Blog Title	Description
Images	Image'n All The People	Galaxy Images allows educators to easily upload and share their images online. If you already have an image on your computer, you can upload it to Galaxy following the simple steps described in this post.
Messaging	Sending messages	Galaxy's Messaging provides many of the combined features of an internal email system and a discussion board.
Moodle	Got Moodle?	An article about Moodle.
Moodle	How do I create my Galaxy Moodle course?	California K-12 teachers can create a Moodle course in Galaxy.
Moodle	How do I create my Galaxy Moodle course?	How to use Galaxy Moodle.
Moodle	http://www.moodletutorials.org/	A web site hosted by Moodle containing tutorials on how to use Moodle.
Moodle	Moodle Support	New to Moodle? This section will help you find all the information you need to get started with Moodle.
Moodle	Transferring an existing course into Galaxy Moodle	How to transfer an existing course into Galaxy Moodle.
MyTechDesk	MyTechDesk Support Blog	The MyTechDesk support blog provides assistance to both new and experienced MyTechDesk users.
Podcasts	iPod, You Pod, We all Pod for Podcasts	Galaxy Podcasts allows educators to easily upload and share their podcasts online. If you already have a podcast on your computer, you can upload it to Galaxy following the simple steps described in this post.
Videos	Video Made the Radio Star	Galaxy Videos allows educators to easily upload and share instructional videos online. If you already have a video on your computer, you can upload it to Galaxy following the simple steps described in this post.

Table 5: Galaxy support blog titles and descriptions

Other online Galaxy support

A brochure on Galaxy is available for download at:

http://www.k12hsn.org/files/publications/Cutsheet/CALAXY_Cutsheet.pdf

A video on Galaxy Assets is available for viewing at:

<http://www.k12hsn.org/edzone/media/gallery.php/videos/edzone-assets-3>

A Quick Start Guide for Galaxy Assets is available for download at:

<http://www.k12hsn.org/files/publications/Cutsheet/edZoneAssets.pdf>

A video on using the K12Video.org video scheduling tool is available for viewing at:

http://www.k12hsn.org/files/publications/Conferencing/K12video_tour.html

A brochure on the K12Video.org video scheduling tool is available for download at:

http://www.k12hsn.org/files/publications/k12video_brochure.pdf

Direct Galaxy support

For direct personal support using Galaxy feel free to contact Galaxy support staff at info_request@lists.k12hsn.org or call (760) 312-6512.

Section 6: Frequently Asked Questions

Note: If you don't see your question here, submit your own by emailing info_request@lists.k12hsn.org. See Section 5: Additional Galaxy Resources.

Q: What are the requirements for password syntax?

A: Password must be at least five (5) characters long and no longer than sixteen (16), may contain numbers (0-9) and upper and lowercase letters (A-Z, a-z), and contain no space.

Q: When I try to add an Album it tells me that Categories is required, but there is no field presented for me to fill in for Category. What's wrong?

A: Because Category is a required field for an album, if you don't have any categories you will not be able to create an album. You must create at least one category before you can add a new album.

Q: What are the input requirements (syntax rules) for my User ID?

A: Your Galaxy ID must be alphanumeric, all lowercase and a maximum of 24 characters. It may also include hyphens. It may not begin with a number or a hyphen.

Q: What are the input requirements (syntax rules) for Blog ID and Asset Group ID?

A: Blog ID and Asset Group ID can begin with any character except punctuation characters, numerals (0-9), capital letters (A-Z), or underscore, and must contain between 1 and 24 characters that are numerals (1-9), lowercase letters (a-z) or the hyphen character.

Q: Since the Colleagues page is still under construction how can I request to be added as someone's colleagues and vice versa?

A: Where ever you see a blog's author by-line or a user's name that is a hot link you are able to click on it to go to their profile page. On the profile page you will see "Colleague Request" and "Send Message" buttons. Note that unless you have published media (such as a blog) which you have made available to the Galaxy members, your name will not appear anywhere on the Galaxy site and so you will not receive any requests for colleagueship.

Q: I am creating a wiki and am getting the following error message: Your browser doesn't support HTML editing. Download one that does, <http://www.getfirefox.com>. What is this all about?

A: Galaxy has detected your browser and determined that it does not the ability to edit HTML (Safari). You will need to switch to a browser that does. If you don't already have one installed on your computer follow the link provided and download and install it.

Q: I am trying to use the text editor to create my wiki page but all of the tools in the toolbar are dimmed. What's wrong?

A: Click on some text. The insertion point must be in the body of the text before the formatting tools become active.